

State Agency Waste Management Annual Report for

California Department of Transportation, District 4 (333)
2003 - Annual Report

Annual Report Summary -

Printed on 1/31/2005 11:41:44 AM

Part I

State Agency Name: California Department of Transportation, District 4
Address: 111 Grand Avenue Oakland, CA 94623
Director: Bijan Sartipi
Title: District Director
Recycling Coordinator: Edward West
Address: 111 Grand Avenue Oakland, CA 94623
Work Phone: (510) 286-6100 Ext: 0
Fax Number: (510) 266-6107
Email Address: Edward_C_West@dot.ca.gov
Total Employees: 4,133
Total Vistors, inmates, etc : 4,512,860

Part II

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| Verified | District 4 Headquarters Office 111 Grand Ave. Oakland, CA 94623 Number of Employees: 1891 | Edward West 111 Grand Avenue Oakland, CA 94623 Phone: (510) 286-6100 Ext: 0 Fax: (510) 266-6107 Email: Edward_C_West@dot.ca.gov |
| Verified | Satellite Office 1007 Knox Avenue San Jose, CA 95122 Number of Employees: 55 | Lucia Lee 1007 Knox Avenue San Jose, CA 95122 Phone: (408) 254-5827 Ext: 0 Fax: (408) 254-5822 Email: |
| Verified | Shop 4 1993 Marina Boulevard San Leandro, CA 94577 Number of Employees: 81 | Jerry Cassel 1993 Marina Boulevard San Leandro, CA 94577 Phone: (510) 614-5973 Ext: 0 Fax: (510) 614-5963 Email: |
| Verified | Maintenance - North Bay Region 64 Payran Street Petaluma, CA 94952 Number of Employees: 154 | Don Kiser 64 Payran Street Petaluma, CA 94952 Phone: (707) 762-6641 Ext: 0 Fax: (707) 778-8024 Email: |
| Verified | Maintenance - West Bay Region 380 Foster City Boulevard Foster City, CA 94404 Number of Employees: 115 | Mike Peterson 380 Foster City Boulevard Foster City, CA 94404 Phone: (650) 358-4127 Ext: 0 Fax: (650) 358-4198 Email: |
| Verified | Maintenance - East Bay Region 600 Lewelling Boulevard San Leandro, CA 94579 Number of Employees: 103 | Mike Marcum 600 Lewelling Boulevard San Leandro, CA 94579 Phone: (510) 614-5942 Ext: 0 Fax: (510) 614-5989 |

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| | | Email: mike_marcum@dot.ca.gov |
| Verified | Construction Office 3401 Regatta Boulevard Richmond, CA 94804 Number of Employees: 198 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 1545 Willow Street Oakland, CA 94667 Number of Employees: 55 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 21030 Redwood Road Castro Valley, CA 94546 Number of Employees: 28 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Lab 21339 Cabot Boulevard Hayward, CA 94545 Number of Employees: 14 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Lab 3451 Vincent Road #B Pleasant Hill, CA 94523 Number of Employees: 6 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 1910 Olympic Boulevard Walnut Creek, CA 94596 Number of Employees: 60 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 3045 Research Drive Richmond, CA 94806 Number of Employees: 63 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 1116 South Amphlett Boulevard #3 San Mateo, CA 94402 Number of Employees: 6 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office Highway 29/37 Vallejo, CA 94590 Number of Employees: 6 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 1009 Clegg Court Unit A Petaluma, CA 94954 Number of Employees: 11 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 1142 State Farm Drive Santa Rosa, CA 95403 Number of Employees: 2 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 202 Fourth Street Santa Rosa, CA 95401 Number of Employees: 16 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Office 208 Fourth Street Santa Rosa, CA 95401 Number of Employees: 208 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer | Mike Lefavre |

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| | 670 Scott Creek Road Fremont, CA 94539 Number of Employees: 15 | 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 995 Western Drive Richmond, CA 94801 Number of Employees: 68 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 2675 East San Francisco Boulevard San Rafael, CA 94901 Number of Employees: 10 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer Redwood Boulevard & Trancas Napa, CA 94558 Number of Employees: 5 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 280 Beale Street (3 Trailers) San Francisco, CA 94105-1902 Number of Employees: 68 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 551 Pilgrim Drive Ste. A & B Foster City, CA 94404-1249 Number of Employees: 18 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 650 Irene Street San Jose, CA 95110-1924 Number of Employees: 30 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Construction Trailer 2320 Courage Drive Ste. 101 & 106 Fairfield, CA 94523-6743 Number of Employees: 29 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Maintenance - Delta Region 2616 North Main Street Walnut Creek, CA 94597-2713 Number of Employees: 102 | Robert Songey 2616 N. Main St. Walnut Creek, CA 94596 Phone: (925) 926-6123 Ext: 0 Fax: (925) 926-6115 Email: robert_songey@dot.ca.gov |
| Verified | Maintenance - South Bay Region 500 Queens Lane San Jose, CA 95112-4311 Number of Employees: 109 | Bob Salazar 500 Queens Lane Oakland, CA 94623 Phone: (408) 452-7120 Ext: Fax: 408 Email: Bob_Salazar@dot.ca.gov |
| Verified | Maintenance - Specialty Region 30 Rickard Street San Francisco, CA 94134 Number of Employees: 212 | Vic Barbarick 30 Rickard Street San Francisco, CA 94134 Phone: (415) 330-6500 Ext: Fax: (415) 330-6515 Email: Vic_Barbarick@dot.ca.gov |
| Verified | Maintenance - Toll Bridge San Francisco/Oakland Bay Bridge Toll Plaza Room 2 Oakland, CA 94612 Number of Employees: 305 | Jim Newman SFOBB Administration Bldg Oakland, CA 94607 Phone: (510) 286-0879 Ext: Fax: (510) 834-0804 Email: Jim_Newman@dot.ca.gov |
| Verified | Construction Office 4585 Pacheco Boulevard Martinez, CA 94553 Number of Employees: 90 | Mike Lefavre 111 Grand Avenue Oakland, CA 94623 Phone: (510) 622-8887 Ext: 0 Fax: Email: Michael Lefavre/D04/Caltrans/CAGov |
| Verified | Hercules Maintenance 1369 Bayberry Avenue Hercules, Ca 94547 | Robert Songey 2616 N. Main St. Walnut Creek, Ca 94596 Phone: (925) 926-6123 Ext: 0 |

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| | Number of Employees: 21 | Fax: (925) 926-6115 Email: robert_songey@dot.ca.gov |
| Total Employees: 4154 | | |

Part III Section 1

Summary of program information entered to date.

Diversion Calculations

| Program | Existing | Planned/ Expanding | Tons | |
|----------------------------------------|----------|-----------------------|------------------|--|
| Material Exchange | X | | 10.480 | |
| Beverage Containers | X | | 2.500 | |
| Office Paper (mixed) | X | | 50.400 | |
| Tires | X | | 38.690 | |
| Scrap Metal | X | | 65.220 | |
| Wood waste | X | | 398.500 | |
| Concrete/asphalt/rubble (C&D) | X | | 2,653.000 | |
| Total Tonnage Diverted | | | 3,218.790 | |
| Total Tonnage Disposed | | | 435.480 | |
| Total Tonnage Generated | | | 3,654.270 | |
| Overall Diversion Percentage | | | 88.1% | |
| (Tonnage Diverted / Tonnage Generated) | | | | |

Hazardous Materials (Programs not included in calculations)

| Program | Existing | Planned/ Expanding | Tons | |
|---------------------|----------|-----------------------|----------|--|
| Used Oil/Antifreeze | X | | (70.750) | |

Part III Section 2

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2003.

1. Technical Assistance

Part III Section 3

Procurement Activities Implemented in 2003

This section of the annual report presents your compliance with the State Agency Buy Recycled Campaign (SABRC). The activities identified below were reported as implemented or continued during 2003. (Note: Completing this section does not meet the [SABRC reporting requirements](#) (PCC Section 12162(b)).

No Data on File For Part III Section 3

Part IV

1. **Is the mission statement of the State agency/large State facility the same as reported in the previous year?**
Yes

If No, what is the new mission statement?

2. **How has the waste stream (i.e. those materials disposed in landfills) changed since the Integrated Waste Management Plan was submitted? (Changes include kinds and quantities of materials disposed in landfills.)**

One way in which the waste stream has changed since the Intergrated Waste Management plan was implemented is that where as white paper and mixed paper were separated, and vendors like "Nor-CAL" only accepted white paper, there is now a mixed paper program that District 4 has through the vendor "Alliance Metals." Consequently the tonnage from the mixed paper category has stedily risen from 1.66

tons in 2002, 2.4 tons in 2003, to a current 50.4 tons in 2004.

3. **Summarize what [waste diversion programs](#) were continued or newly implemented in 2004.**

At the District Offices, Headquarters, and the larger field offices, typical office supplies, furniture, and equipment are recycled. For example, mixed paper, beverage containers, cardboard, beverage containers, toner cartridges, are diverted. At some of the smaller field offices, the employees are encouraged to recycle the above-mentioned materials, but because of their location or relatively small amount of waste generated, are not always tracked and therefore may not be included in the report. When appropriate, office furniture and computer equipment are donated to charitable organizations.

Another source of material that Caltrans generates is a result from our construction and maintenance projects. This construction and demolition (C & D) waste debris can vary in type and amount depending on project description and location. Typical C & D waste debris may include concrete, asphalt, steel, guard railing, and vegetation. Even though much of this material is being diverted from the landfills, the process to capture this information for all projects is still being developed. So, for the 2003 AB 75 Report, one construction project per district was selected to determine the amount of C & D waste debris disposed of and diverted from landfills. The intent is to have information from all construction projects and maintenance operations report on their recycling activities in the future.

Other types of materials that are generated by the Department are a result of the fleet of vehicles owned by Caltrans. Some of these materials include motor oil, engine lubricants, anti-freeze, tires, and solvents. Even though these waste materials do not count towards AB 75, they still do get recycled. Over the years, the Department has undergone a significant move to lower emissions from our vehicles. Caltrans has termed this "Greening the Fleet". More information on this can be found at <http://www.dot.ca.gov/hq/eqsc/CleanAir/greenfleet.htm>.

4. **How were the tonnages determined for the materials disposed and diverted? (e.g. waste assessments, per capita generation and extrapolation, actual disposal weights, or actual recycling weights)**

Amounts of materials disposed and diverted were determined by a variety of methods. For materials generated within the District Offices and Headquarters, which were recycled, the documentation was achieved by reviewing the actual receipts from the independent vendors who supply this service. In cases where obtaining actual receipts was not feasible, estimates were used by extrapolating the size and weight of containers and multiplying by the frequency of service. For materials, which were disposed of, the primary source for documentation was to extrapolate by determining the approximate average weight of the material in the disposal containers multiplied by the frequency of service. For determining the weights of the C & D debris the construction contractor supplied Caltrans with the information based on weight tickets and receipts. Weight conversion charts from the CIWMB were also used to convert volumes to tons.

5. **What types of activities are included in each of the reported programs? (The following link of [category definitions](#) may assist you in answering this question.)**

Our reporting of tonnage under the program activity sub- category, "Material Exchange," primarily consists of donations to non-profit organizations through the Department of General Services. These include but are not limited to schools, churches, and or veterans organizations.

Under the sub-heading "Beverage Containers" and "Office Paper (mixed)," there is one vendor that this waste stream goes to. District 4 has a written agreement with "Alliance Metals" to recycle these items. In addition we have purchased over 2,000 desk-side recycling bins for our employees in the district office. Attached to the bins are posters indicating what items can or cannot be recycled. Located in the kitchenettes on each floor are beverage container receptacles having posters displaying that glass, plastic, and aluminum items can be recycled.

For the category "Special Waste," the tonnage reported for tires comes from our maintenance yards. The used tires are recapped with new treads at station and used again.

The tonnages from the remaining materials under special waste (scrap metal, wood waste, and concrete) come from highway projects under the supervision of our construction department. The contractors Granite Construction and BFI took care of these waste streams through source separated materials recycling, and mixed debris recycling.

6. **Has the State agency/large State facility adopted or changed its waste reduction policy?**

No

If Yes, what is the new waste reduction policy?

7. **What resources (staff and/or funds) did the State agency/large State facility commit toward implementing its Integrated Waste Management Plan in 2004 to help meet the waste diversion goals?**

The Department has identified one recycling coordinator in each district and at headquarters along with a Resource Conservation Senior in the Headquarters Resource Conservation Branch. No additional PY's were allocated for these positions. The recycling coordinators have the responsibility to report on AB 75 in addition to their prior duties.